

ADMINISTRATIVE-INTERNAL USE ONLY

ODP-1715-77

26 AUG 1977

MEMORANDUM FOR: Career Management Officer, DDA
FROM : Clifford D. May, Jr.
Director of Data Processing
SUBJECT : Guidelines for Preparing Supergrade
Position Descriptions
REFERENCE : Your Memorandum, dtd 12 July 1977,
Same Subject

STATINTL

Attached are position descriptions for supergrade
positions in the Office of Data Processing.



Attachment: a/s

DISTRIBUTION:

Orig & 1 - Addressee *w/att.*
2 - O/D/ODP *w/o/att*
1 - ODP ADMIN *w/att*
1 - ODP Registry *w/o/att*

STATINTL

ODP ADMIN :jal/25August1977

ADMINISTRATIVE-INTERNAL USE ONLY

SECRET

25X1A

Approved For Release 2002/05/01 : CIA-RDP84-00933R000400040004-2

@ EO - Note & Tick

@ C/Admin - Action

Please tell DDA 77-3983
me how you plan
to go about this. 12 July 1977
Amy

8/26

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

1394-7

25X1A

FROM

:

Career Management Officer, DDA

SUBJECT

:

Guidelines for Preparing Supergrade Position
Descriptions

(AIUO) Attached is a package containing guidelines for preparing supergrade position descriptions under the Factor Evaluation System (FES). A sample supergrade position description, a listing of supergrade positions in your office and all available material currently on file regarding each of those positions is also included. It is requested that the position description for each of the listed positions be brought up to date with current job information. The new position descriptions should be prepared in the FES format. We request that your completed packages be returned to the DDA/CMO NLT 26 August 1977. 25X1A

Attachment

May Be Downgraded to
Confidential When
Separated from Attachment

Approved For Release 2002/05/01 : CIA-RDP84-00933R000400040004-2

SECRET

2. LIMIT SET BY 004121